

~~SECRET~~

Approved For Release 2005/03/15 : CIA-RDP62-01094R000500040003-7
ANNEXES TO OFFICE OF PERSONNEL SURVEY of 1953. These were returned
to Office of Personnel (by hand) on 7 December 1961.

Office of Personnel Material:

- ✓ 1. Comments by all offices of CIA (including DD/P Staffs and Area Divisions) on the Personnel Office and Personnel Problems - marked ANNEX I (1953). **EYES ONLY**
- ✓ 2. Report of Personnel Positions Organizationally Located Outside the Personnel Office - marked ANNEX II (1953).
- ✓ 3. Agency Personnel Regulations (CSI Only) - marked ANNEX III.
- ✓ 4. Personnel Office Forms and Standard Forms Shown to, or Completed by, Applicants and Individuals Entering on Duty - marked ANNEX IV.
- ✓ 5. Information and Instruction Materials Used in the Direction of Specialized Recruitment - marked ANNEX V (23 July 1953).
- ✓ 6. Samples of Correspondence to Applicants and Individuals in Process for Entrance on Duty - marked ANNEX VI.
- ✓ 7. Survey Report Personnel Procurement Division - 30 April 1953 - marked ANNEX VIII.
8. Material on Personnel Files - marked ANNEX IX
 - ✓ Memo to IG From Assistant Director (Personnel), SUBJECT: Memorandum on Personnel Files from Chief, Inspection and Review, DD/P, dated 28 May 1953 - 24 June 1953 ER 4-2621; and
 - cc of Memorandum for Deputy Director (Plans), SUBJECT: (Procedure for transmitting information to Personnel Files), dtd. 28 May 1953, ER 4-1841, from Chief, Inspection and Review:
 - and
 - ditto copy of Memorandum for: Chiefs of Senior Staffs and Area Division, SUBJECT:
- 25X1 25X1A9A Procedure for transmitting information to Personnel Files" from Chief of Administration, DD/P, dtd. 19 June 1953.
- 25X1 25X1A9A Procedure for transmitting information to Personnel Files" from Chief of Administration, DD/P, dtd. 19 June 1953.
- ✓ 9. Personnel Office Reorganization Chart - marked ANNEX X.
- ✓ 10. Personnel Office T/O and Budget - marked ANNEX XI.
(inside is request: TO BE RETURNED TO PERSONNEL DIRECTOR).
- ✓ 11. Biographical Sketches of Principal Officers of the Personnel Office - marked ANNEX XII.

~~SECRET~~

~~SECRET~~

- ✓ 12. TEST BATTERIES (Specimen Set) Testing and Evaluation Division
Personnel Office - marked ANNEX VII.
- ✓ 13. IG's copy 1 of 12 - dtd. 30 July 1959: Personnel Statistical
Review (PSR) for period April through June 1959 - from Director
of Personnel

~~SECRET~~

TRANSMITTAL SLIP		DATE
TO: Jean		
ROOM NO. 343	BUILDING Admin	
REMARKS:		
<p>Please put this with survey papers of the survey of the Office of Personnel done in 1953. I have put a note at the top of the page indicating disposition of documents (which were all annexes to the survey).</p> <p style="text-align: center;">rita</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)